

City of Chattanooga, TN
Personnel Class Specification

Class code 0417

FLSA: Non-Exempt

CLASSIFICATION TITLE: ASSISTANT ZOO SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the daily operations of the zoo and to provide staff support in areas of planning, program development, publicity, and administration.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Supervises staff, interns and volunteers; coordinates daily work; checks work to ensure completion based on established policies, regulations and standards; maintains work schedules; processes employee leave requests; conducts staff training; enforces new policies and procedures.

Manages the zoo's animal collection; duties include, but are not limited to, reviewing and completing daily zookeeper reports and animal medical reports; supervising feeding and cleaning of animals; supervising maintenance of exhibits; coordinating medical care and treatment; assisting with medical treatments and procedures; transporting sick animals to the veterinary clinic.

Performs animal husbandry duties in caring for and cleaning animals.

Interacts with individual visitors and groups from schools, civic groups and businesses; answers questions regarding zoo history, exhibits and collections; provides information regarding zoo operations, memberships, and sponsorships.

Plans, schedules and conducts presentations and educational programs.

Writes articles for newsletter; assists in developing brochures and other promotional materials.

Completes various animal care and medical treatment records.

Assists with long-term planning and/or design of facilities, grounds and exhibits; assists in monitoring active construction projects.

Completes purchase requisitions, purchase orders, inventory supply lists; reviews vendor contracts and vendor lists.

Interacts with zoo personnel, city employees, visitors, interns, volunteers, veterinarian, architects, engineers, designers, vendors, contractors, and others.

Completes time attendance records; reviews and forwards leave requests for approval; sets up and revises shift work schedules; prepares bi-weekly payroll; prepares cash collections report.

Enters data into automated recordkeeping system on zoo members, animal inventory and care, zoo supplies and other information using a personal computer.

ADDITIONAL FUNCTIONS

Performs all duties of a zookeeper.

Performs grounds and facilities maintenance duties using a lawnmower, weedeater, blower, and pressure washer.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in science, biology, or zoology; supplemented by one (1) to two (2) years previous experience and/or training involving animal husbandry in a zoological institution; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.